

# **TOWN OF NEEDHAM**

## **ADOPTIVE LEAVE POLICY #307**

### **1. PURPOSE AND SCOPE**

The purpose of this policy is to establish the eligibility, duration and procedural requirements relating to the administration of adoptive leave, authorized by section 9.21.2 of the Consolidated Personnel By-law (Article 9 of the General By-laws of the Town of Needham).

### **2. APPLICABILITY**

This policy applies to all full-time and permanent part-time employees who have completed the applicable probationary period, excluding those employees under the supervision and control of the School Committee or the Glover Memorial Hospital. Employees whose positions are governed by Civil Service Law or collective bargaining agreement are subject only to those portions of this policy which are not specifically regulated by law or agreement.

### **3. DEFINITIONS**

Refer to the Glossary of terms in the Personnel Policy manual for commonly used words and phrases.

### **4. POLICY**

Eligible employees shall be granted one period of unpaid adoptive leave per adoption, not to exceed eight consecutive weeks, for the purposes of: 1) adopting a child (or children) under the age of three years; or 2) caring for, or arranging for the care of, the employee's minor dependent child or children under three years of age, during the adoption process. The employee must give written notice to the appointing authority that he/she intends to return to work in order to be eligible for the leave. Accumulated personal or vacation leave may be used in addition to the period of the adoptive leave, with appointing authority approval.

### **5. PROCEDURES**

#### **A. General Procedures**

1. An employee who seeks an adoptive leave must request such leave of absence from his/her department head or appointing authority as far in advance as possible.
2. The department head or appointing authority must notify the Personnel Director immediately when adoptive leave is granted (see Attachment A).
3. An employee who so desires may request the use of accumulated sick leave time, such as personal leave or vacation leave at least two weeks in advance of the

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requested date. Approval of the use of accumulated leave time is subject to appointing authority or department head approval.

4. Extensions of Unpaid Leave Any request for an extension of the unpaid adoptive leave, beyond the eight week unpaid leave entitlement, must be requested by the appointing authority and approved in advance by the Personnel Board.
5. Probationary Period Upon appointing authority request, the Personnel Board may waive the six month probationary period requirement for the use of adoptive leave.

**B. Leave and Benefit Procedures**

Time spent on unpaid adoptive leave will effect the employee's length of continuous service and eligibility for leave and benefit accrual:

1. Sick Leave Accrual

An employee who elects an unpaid adoptive leave for more than five days in a calendar month shall not accrue non-occupational sick leave for that month.

2. Health Insurance

- a. Employees who are on full-pay status for all or part of a calendar month, may continue their health insurance at the applicable rate of the plan in which they are enrolled. Employees who do not receive a paycheck for a particular week must pay the appropriate premium directly to the Town during the week that the deduction would have been made, had the employee been on the payroll.
- b. Employees who are on unpaid adoptive leave for an entire calendar month must pay the full cost (100%) of the premium directly to Town one month in advance of coverage, in accordance with M.G.L. Chapter 32 (B).

3. Life Insurance

- a. Employees who are on full-pay status for all or part of a calendar month may continue their life insurance at the current contribution level. Employees who do not receive a paycheck for a particular week must pay the appropriate premium directly to the Town during the week that the deduction would have been made, had the employee been on the payroll.
- b. In accordance with M.G.L. Chapter 32 (B), employees who are on unpaid adoptive leave for an entire calendar month must pay the full cost

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of the life insurance premium (100%) directly to the Town, one month in advance of coverage.

4. Step Increases

An employee who elects an unpaid adoptive leave of more than ten (10) days per fiscal year shall have his/her next satisfactory performance step date (if applicable) adjusted by the number of calendar days spent on unpaid leave.

5. Longevity

An employee who elects an unpaid adoptive leave of more than ten (10) days in a fiscal year shall have his/her longevity date adjusted by the number of calendar days spent on unpaid leave.

6. Vacation

An employee who elects an unpaid parental leave of more than five days in a calendar month shall have his vacation accrual pro-rated in accordance with the Town's Vacation Policy.

**Effective Date: March 11, 1992**

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**ATTACHMENT A**

TO: Personnel Director

FROM: \_\_\_\_\_  
\_\_\_\_\_

RE: Approved, Unpaid Leave Notice

DATE: \_\_\_\_\_

Please be advised that I have granted (NAME OF EMPLOYEE) of the (DEPARTMENT) a (TYPE OF LEAVE) for the period (INSERT TIME HERE) in accordance with the (INSERT POLICY NAME AND NUMBER HERE).

Types of Leave

Department Head  
Authorization Limit

Maternity Leave	8 weeks unpaid
Parental Leave	8 weeks unpaid
Adoptive Leave	8 weeks unpaid
Leave of Absence – Personal	10 days unpaid
Leave of Absence – Medical	10 days unpaid
Family Leave	8 weeks unpaid

CC: Town Comptroller